

California Energy Commission



CLASSIFICATION: Information Officer I

TENURE: Permanent/Full Time

TIME BASE: Full Time

SALARY: \$4,600-\$5,758

LOCATION: Media and Public Communications Office, Sacramento

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES

The Energy Commission's Media and Public Communications Office is looking for a dynamic individual who is highly skilled in media relations and marketing. The Information Officer I will be responsible for planning, organizing and directing communication outreach to both external and internal audiences. The Information Officer I will have the ability to represent the Energy Commission when interacting with media representatives, review and summarize information, and present complex ideas in straight-forward language. Expertise in social media is helpful. Spanish language capabilities desired, but not required.

This position requires the Information Officer I to plan, write, edit, and prepare information for dissemination to the media and the public; advise staff of the Renewable Energy Division and the Executive Office on media relations; act as a spokesperson for the Energy Commission, if needed, before public groups, to the news media, and to individuals who inquire regarding the Energy Commission's programs and activities; provide media relations counsel to commissioners; arrange and manage commissioner interviews with media outlets; and collect, evaluate and distribute pertinent information from outside sources to Energy Commission staff.

DESIRABLE EXPERIENCE/QUALIFICATIONS

The successful applicant should have:

- Exceptional communication skills
- Excellent writing, editing and storytelling skills
- Public relations/marketing experience
- Background in journalism/media relations/public relations/marketing
- Knowledge of Microsoft Word, Excel and other computer programs
- Familiar with popular social media platforms including Twitter, Facebook, YouTube and Pinterest

PERSONAL CHARACTERISTICS

- Strategic and creative thinker
- Self-starter who can take the ball and run with it
- Ability to deliver completed work products under tight deadlines **(continued)**

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- Ability to establish and maintain effective working relations with staff, news media and other professionals
- Excellent interpersonal skills, including a proven ability to work as part of a team as well as independently

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #180-228 and Position #180-5601-014 in the “Explanation Section” of the STD. 678.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

California Energy Commission
Attn: Personnel Services Office (RPA 180-228)
1516 9th Street, MS-3
Sacramento, CA 95814
personnelservices@energy.ca.gov
916-654-4305

View full Duty Statements:
<http://www.energy.ca.gov/careers/jobs.html>

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922